

# Kinship Navigator and Kinship Collaboration Coordinator RFI

# Information Session

February 14, 2013

Aging and Disability Services





#### Presenters

- Douglas Ricker, Planner, 206-684-0292, doug.ricker@seattle.gov
- Tamsen Spengler, Contracts Specialist, 206-684-0696, tamsen.spengler@seattle.gov
- Amy Holland, Contracts Unit Manager, 206-684-0708, amy.holland@seattle.gov
- Aging and Disability Services = Area Agency on Aging for King County





## Agenda

- RFI Timeline
- Overview of Kinship Navigator and Collaboration Coordinator RFI
  - Investment Area and Funding Source
    - Service Delivery System Navigator and Collaboration Coordinator
    - Supplemental Funds
    - Eligible & Targeted Populations
    - Expected Outcomes
  - Agency Eligibility
  - Data Collection Requirements
- Submission Process
- Review and Rating Process
- Appeal Process
- Coordinator: Doug Ricker
   206-684-0292, doug.ricker@seattle.gov























### Timeline

- 1. Funding Opportunity Announcement -- February 4, 2013
- 2. Information Session -- February 14, 2013
- 3. Question Deadline -- 4:00 pm, Tuesday, March 12, 2013
- 4. Application Deadline -- 4:00 pm, Wednesday, March 20, 2013
- 5. Review/Selection Process -- March 21 April 30, 2013
- 6. Agency Notification -- May 8, 2013
- 7. Appeal Process -- Ten business days following Agency Notification
- 8. Public Announcement of Award -- May 27, 2013
- 9. Contract Start Date -- July 1, 2013





## Investment Area and Funding Source

- This RFI is an open and competitive funding allocation process.
- \$115,616 is available through State Aging and Disability Services Administration Kinship Navigator funds (\$76,306) and State Children's Administration Kinship Child Program funds (\$39,310).
- The Kinship Navigator and Kinship Collaboration Coordinator services will be merged into one contract. Only one agency will receive an award.





## Investment Area and Funding Source (cont.)

- One contract will be awarded for the period of July 1, 2013 – June 30, 2014.
- Continued funding after the initial contract period will be contingent on successful performance and funding availability.
- The program will likely be RFI'd again in four years in accordance with City of Seattle policy.





## Kinship Caregiver: Definition

 A "kinship caregiver" is a relative such as a grandparent, uncle, or sister who is raising a child 18 or younger whose own parents are unable or unwilling to do so.





## Service Delivery System

The contract awarded through this RFI will support two positions:

- The **Kinship Navigator** connects kinship caregivers to community resources such as health, financial and legal services, support groups, and emergency funds. The Navigator helps these caregivers locate appropriate housing, explains how to apply for benefits, advocates on their behalf, and helps them acquire basic needs such as beds, clothing, and food for their kinship children.
- The Kinship Collaboration Coordinator is a half-time position that supports the King County Kinship Collaboration, a diverse partnership of public and private social service providers and relatives who are raising relatives from across King County.





## King County Kinship Collaboration

- The King County Kinship Collaboration is a diverse partnership of public and private social service providers and relatives who are raising relatives from across King County
  - The Kinship Full Group meets monthly and is for Kinship service providers and any interested kinship caregivers. The main purpose is networking and information sharing.
  - The Kinship Steering Committee meets every other month and is for kinship service providers, their partner agencies, and kinship caregiver support group representatives. The main purpose of this committee is to improve coordination among various kinship service providers.





# Comparison of Job Duties

Function	Kinship Navigator	Kinship Collaboration Coordinator
Provide direct, one-on-one client service	Х	
Coordinate with other agencies to provide direct client service	Х	
Outreach to individual kinship caregivers	Х	
Maintain up-to-date resource information	Х	
Organize events for kinship caregivers		Х
Provide outreach & support to and develop partnerships with other agencies providing kinship care services		Х
Provide outreach/support/training to kinship support groups		Х
Coordinate kinship Full Group, facilitate regular meetings		Х
Coordinate kinship Steering Committee, attend meetings		Х
Fund source/resource development		X
Initiate and coordinate local and state-level advocacy efforts		Х





## Supplemental Funds

The Kinship Navigator serves as the initial screener for kinship supplemental funds which are managed by ADS:

- Processing these requests is a major part of the Navigator's job.
- Examples include:
  - First/last month's rent
  - utility assistance
  - Purchase of bedding, furniture, supplies, clothes, safety locks, etc.
     so that a child(ren) can live with the kinship caregiver
- More examples are identified in Attachment 5: Kinship Caregivers Support Program (KCSP) Fund Administration





## Eligible & Targeted Populations

- Eligible population: Kinship caregivers living in King County.
  - Any kinship caregiver caring for a child 18 or younger in the county is potentially eligible for at least some service.
  - However, the program does <u>not</u> have the resources to serve everyone who is eligible.
- Targeted populations: a subset of the eligible client population. RFI applicants should make special efforts to target the following populations:
  - Caregivers who are low income,
  - From communities of color and/or immigrants/refugees,
  - Provide informal (versus formal) kinship care.
- See RFI Guidelines Section V. B. "Data on Kinship Caregivers in King County"





## Informal Kinship Caregiving

- "Informal" kinship caregivers do not have legal custody of the children in their care.
  - Because the parents still have custody of the child, informal kinship caregivers do not need to be approved, licensed, or supervised by the state.
- In contrast, formal kinship caregiving involves the parenting of children by relatives as a result of a determination by the court and the child protective service agency.
  - The child is placed in the legal custody of the child welfare agency, and the kinship caregiver provides the full time care, protection and nurturing that the child needs.





## **Expected Outcomes**

HSD Logic Model Outcome: Increased number of aging individuals and people with disabilities make assisted contact with benefit programs and services, receive health care, and gain employment

Outcome-based contract

#### For the Kinship Navigator:

- Kinship caregivers report satisfaction with the assistance they received from the Navigator.
- Kinship caregivers report that Navigator assistance helped lower their stress.

#### For the Kinship Collaboration Coordinator

- Kinship providers/ Collaboration members report satisfaction with the efforts of the coordinator.
- Kinship caregivers report satisfaction with events organized by the coordinator.





# Agency Eligibility

- Nonprofits only.
- Can provide services before receiving payment.
- Do not need to have previous experience serving kinship caregivers, but should have experience serving children and/or low-income adults from diverse backgrounds.
- Must have the ability to serve kinship caregivers throughout King County.





## Data Collection Requirements

 Applicants must be able to collect and report client-level demographic and service data as stated in the contract.

 Must also have the ability to survey clients before and after service to determine their satisfaction and areas for improvement. Will be required to submit this data.





### Submission Deadline

Applications must be <u>received</u> by:

Wednesday, March 20, 2013

@ 4:00 p.m.

No faxed or e-mailed applications will be accepted.





## Three Ways to Submit

- Applications can be submitted online at: http://web1.seattle.gov/hsd/rfi/index.aspx
- Or they can be hand delivered to:
   ATTN: Douglas Ricker
   700 5<sup>th</sup> Ave., 58<sup>th</sup> Floor
   Seattle, WA 98104-5017
- Or they can be mailed to:
   ATTN: Douglas Ricker
   P.O. Box 34215
   Seattle, WA 98124-4215





## Review and Rating Process

- Incomplete or applications not following the required format will not be reviewed. Refer to Attachment 1, Application Checklist (p.25).
- A review committee will review and rate completed applications according to the rating criteria.
- The committee reserves the right to request site visits and/or interviews before making a final decision.
- The review committee will forward their funding recommendations to the HSD Director.





# Rating Guidelines

Program Design	30%
Capacity and Experience	20%
Cultural Competency	15%
Partnerships and Collaboration	20%
Budget and Leveraging	15%























## **HSD Online Submission System**





#### **Human Services Department**

Investing in People

Welcome to the Human Services Department's (HSD) Online Proposal Submission System used to submit responses to Request for Investments (RFIs) or Request for Qualifications (RFQs) released by the Department. If you need assistance, help is available on the <a href="RFI Submission Assistance">RFI Submission Assistance</a> page.

Prior to submitting your response, please review the submission requirements in the RFI/RFQ document to ensure that you are submitting all required documents.

#### Available RFI / RFQs -

HSD is accepting proposals for the following RFIs or RFQs listed below. To submit your response, click on the underlined RFI/RFQ name.

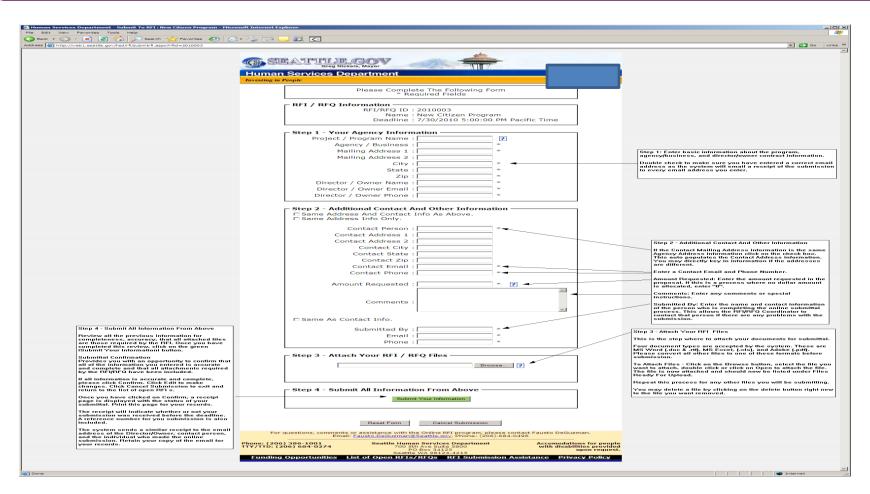
RFI/RFQ ID: 2012009

Name: Communities Supporting Safe and Stable Housing

Deadline: 8/20/2012 5:00:00 PM Pacific Time



## Online Submission Page







## Before you respond...

 Understand the requirements and expected outcomes of this RFI.

- Do they match your agency's mission and goals?
- Evaluate your agency's service capacity.
- Ask questions!





## More tips...

- Follow the required format defined in the Guidelines
- Be specific, detailed and concise
- Submit an accurate budget; double check your numbers
- If your agency has no experience delivering the Kinship Navigator/Collaboration Coordinator services, describe any related experience and a plan for rapid development of service capacity. Include a start-up timeline.





## More tips (cont.)...

- Have someone else read your application before submitting
- Important! Use the **application submission checklist (Attachment 1)** to make sure that you have addressed all questions and requirements
- Ensure enough time for application to get to HSD on time.
- Call/e-mail Doug Ricker if have any questions: 206-684-0292 or doug.ricker@seattle.gov
- Check the Funding Opportunities page on a regular basis for answers to questions other people have asked: <a href="http://www.seattle.gov/humanservices/funding/">http://www.seattle.gov/humanservices/funding/</a>





## Appeal Process

Applicants have the right to protest or appeal certain decisions in the award process made by HSD.

Grounds for Appeals: Only an appeal alleging an issue concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest;
- Errors in computing scores;
- Violation of policies or guidelines established in a funding opportunity; and/or
- Failure to adhere to published criteria and/or procedures.





## Appeal Process (cont.)

## **Appeal Deadlines:**

- The Human Services Department will notify all applicants in writing of the status of their application.
- Within ten business days from the date of the written notification by HSD, the applicant may submit a written appeal to the HSD Director.





## Appeal Process (cont.)

## **Appeal Deadlines:**

- The HSD Director will review the written appeal and may request additional oral or written information from the your agency. A written decision by the HSD Director will be made within ten business days of the receipt of the appeal. The HSD Director's decision is final.
- No contracts resulting from this RFI may be finalized until the appeal process has closed. An appeal may not prevent HSD from issuing an interim contract for services to meet critical client needs.

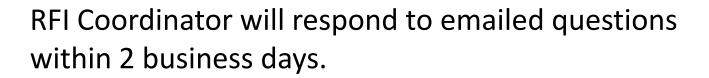




## Questions and Answers

Q&A will be posted with the other RFI materials by February 22 and updated weekly:

http://www.seattle.gov/humanservices/funding/



Deadline for questions is March 12 at 4:00 p.m.

